

## RFP – Comprehensive Planning Services Q&A

1. Pertaining to Article IV. Submittal Requirements - 4.02 – A. Title Page, is this page the same as the "Cover", and if so, will it be counted in the overall page count of thirty (30) pages?

ANSWER: Yes, the title page is the same as a cover and will be counted toward the 30 pages. The title page must - at a minimum - have firm information; but is not limited to that information only.

2. Pertaining to Article IV. Submittal Requirements - 4.02 – B. Table of Contents, will this page be counted in the overall page count of thirty (30) pages?

ANSWER: Yes

3. Pertaining to Article IV. Submittal Requirements - 4.02 – H. Work Samples, can you clarify what "completed" means? Does this mean a plan that has been adopted by the entity? Or can it be a plan that is awaiting adoption?

ANSWER: Completed means the responding firm completed the final deliverables. As long as the final deliverables are completed, but simply awaiting adoption, the project may be considered completed.

4. Do tabs/dividers count in the overall page count of thirty (30) pages?

ANSWER: If the tab/divider pages contains substantive information (other than the title of the section), yes. If it is simply a blank divider, then no.

5. Can submitting firms include a cover letter, and will it be counted in the overall page count of thirty (30) pages?

ANSWER: Yes, cover letter is welcomed but it will count as part of the 30 pages. It may be included wherever deemed most appropriate by the respondent.